

Library Board – Final Meeting Minutes

Wednesday, November 14th, 2018

Present: Jeanne Engel (Librarian), Jessica Bickford, Stacey Waterman, Jasmine Yuris, Kelly Vandorn

1. Call to order 6:11 PM
2. Review and Approval of Minutes:
 - a. Minutes from the October 10, 2018 Minutes were reviewed. Jeanne made a change to the minutes, adding the estimate for upgrading the electrical system to 200 amps. The estimate is \$1555. This will be necessary in order to install a heat pump. Stacey made a motion to approve the minutes with the change. Jessica 2nd the motion. Minutes then approved.
3. Librarian's Report:
 - a. Thank you written to an anonymous donor who paid for the new desk and bookcases at the Library.
 - b. Kelly and Stacey need to get their petitions and get signatures for election at Town meeting. Petitions need to be turned in by January 17.
 - c. The Library will be closed on the Friday after Thanksgiving and will close at 3 PM on the Wednesday before Thanksgiving. The Library will also be closed the day after Christmas.
 - d. The desk chairs the library had been using do not fit the new desk. New chairs have been ordered. The old chairs need new homes. Town Hall does not need them. Jessica moved we offer the chairs to other organizations. Kelly 2nd, motion passed. Jessica will check with the Fire Department and the Boy Scouts, Kelly will check with the Historical Society.
4. Emergency Lock Repair:
 - a. Recently the lock on the Library door failed and people could not get in or out. Steve Engel came to the rescue and repaired the lock. He will be reimbursed for parts and paid \$50 for his time.
5. Budget Discussion:
 - a. Jeanne noted that her computer is dying. Jessica moved that we approve up to \$1000 to purchase a main circulation computer for the Library. Stacey 2nd the motion. All board members were in favor.
 - b. Jeanne requested that we budget funds for computer repair/maintenance and website maintenance, perhaps \$500. Stacey will add that to next year's budget.
 - c. Salaries were reviewed and raises were discussed based on the six-month hire date for Kristyn and raising Dorian's pay to bring her up to the standard substitute rate. Jeanne

will receive a raise based on the 2.5% increase per the town budget. Jasmine made a motion to approve the raises, Stacey 2nd the motion, and the motion passed.

- d. The board discussed raising the board treasurer's annual pay to \$750 as there is significant time outside of meetings. Jessica moved to raise the treasurer's pay, Kelly 2nd, motion passed.
 - e. Budget line items for next year were discussed. Stacey will send us all copies of the draft budget.
6. Renovation Update:
- a. Upon renovation committee's request, Brian Raulinaitis has submitted a bid reflecting the committee's changes for the Children's Room play area. This bid came within the budgeted amount. The board discussed deferring to Sabrina for approval of the changes. Jessica made a motion to consult Sabrina and approve the new bid. Stacey 2nd the motion, all members agreed, motion passed.
 - b. Brian will begin work the first week of December.
7. Flood Proofing Updates:
- a. No new information this month.
8. Property Discussion:
- a. While the Library is certainly interested in obtaining the adjacent land, the building for sale next door needs extensive remodeling and the board feels we cannot take on a project of that scale at this time. We could be open to collaborating with other organizations in town for a shared space.
9. Jeanne left at 7:46PM.
10. Board discussed and approved Christmas Bonuses.
11. Adjourn@ 7:51PM.

Next Regularly Scheduled Meeting: December 12, 2018 6 PM